

SUTTON BONINGTON PARISH COUNCIL

PAVILION USER CHECK LIST

- 1. All surfaces in the Kitchen and any tables used are wiped clean and all equipment tidied away into cupboards.**
- 2. Pavilion, Kitchen Floor and any areas used to be swept and mopped if necessary.**
- 3. Changing rooms and Showers be swept and mopped if necessary.**
- 4. Water heater, lights, Urn and oven to be turned off.**
- 5. Bins emptied and new bag put in place.**
- 6. Tea towels hung up or if necessary, taken home to be washed and returned to the drawer in the Kitchen.**
- 7. All Doors and Windows to be closed and securely locked before exiting.**
- 8. All Pavilion items or products taken away must be returned for the next user group.**